UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Instructions for Processing Farm Storage Facility Loan (FSFL) Repayments Before Software is Available

Approved by: Deputy Administrator, Farm Programs

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1 Overview

**A
Background**

County Release No. 439 provided software for processing FSFL applications, notes, and disbursements. Borrowers may voluntarily pay all or a portion of an FSFL installment at any time during the loan period.

**B
Purpose**

This notice provides:

- a temporary accounting code for **depositing** FSFL repayments before the software is available

- instructions for processing an FSFL repayment on CCC-257.

Disposal Date	Distribution
October 1, 2001	State Offices; State Offices relay to County Offices

2   Collecting and Depositing FSFL Repayments Before Software Is Available

**A
Collecting an
FSFL
Repayment**

FSFL repayment software is not available at this time. When a borrower makes a repayment on an FSFL **before** the software is available, the County Office complete FSA-592. Ensure the receipt contains the following:

• borrower name

• FSFL number the repayment is applicable to

   Example: "2000/00002"

• date the repayment is received.

Note: Provide the borrower with a copy of the receipt.

County Offices shall **not** manually calculate the interest and principal breakdown of the repayment amount. When software is available, a system-generated receipt will be processed for the borrower showing the amounts applied to the interest and principal.

**B
Depositing FSFL
Repayments
Before Software
Is Available**

Before repayment software is available, County Offices shall:

• deposit repayments through the accounting software **immediately upon receipt**

• use the accounting code "**97URGENT**" to deposit the repayment.

When the FSFL software is functional, a **future** notice will provide instructions for recording the FSFL repayments that are made according to this notice.

2 Collecting and Depositing FSFL Repayments Before Software is Available (Continued)

**C
Recording an
FSFL
Repayment
Through
Accounting
Software**

Access the accounting software to record an FSFL repayment on CCC-257 according to the following.

Step	Action	Result
1	On Accounting-Cash Receipts Main Menu AGK000: • ENTER "1", "Enter Payment/Refund for Schedule of Deposit (CCC-257)" • PRESS "Enter".	Accounting Program Data Entry Screen AGK01000 will be displayed.
2	On Screen AGK01000: • enter the following: • accounting code "**97URGENT**" • repayment/loan date • enter the borrower's ID number and ID type • PRESS "Enter".	Accounting Program Data Entry Screen AGK01005 will be displayed.

2   Collecting and Depositing FSFL Repayments Before Software is Available (Continued)

**C
Recording an
FSFL
Repayment
Through
Accounting
Software**

Step	Action	Result
3	On Screen AGK01005: • enter in the "Reference: Farm Number" field: • the last 5 digits of the FSFL number **Example:** "00005" • PRESS "Field Exit" to justify • enter the total amount of the repayment in the "Amounts: Principal" field • leave the following **blank**: • "Interest" • "Charges" • ENTER "N" to the question, "Special Data (Y or N)" • PRESS "Enter".	Accounting Schedule of Deposit Selection Screen AGK00500 will be displayed.
4	On Screen AGK00500 • ENTER "1", "Current CCC-257" • PRESS "Enter".	Screen AGK01500 will be displayed. Continue the normal deposit process.
5	On Screen AGK01510: • screen print Collection Transaction Summary • PRESS "Enter" to complete the deposit.	File the screen print of AGK01510 in the FSFL folder.